



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 11000.6

BOS

21 MAY 1996

ORIGINAL

FORCE ORDER 11000.6

From: Commander
To: Distribution List

Subj: PROCEDURES FOR REAL ESTATE LEASING, LICENSING AND JOINT TENANCY

Ref: (a) NAVFAC P-73, Real Estate Procedural Manual
(b) Executive Order 12512 (Section 2) (NOTAL)

Encl: (1) Instructions for the Preparation of Host-Tenant Interservice Support Agreements
(2) Instructions for Real Property Leasing
(3) Instructions for Preparation of Licenses for use of Marine Corps Facilities by non-DoD Activities and by other Federal Agencies
(4) Instructions Concerning Permits for use of non-DoD Property
(5) Instructions and Background of Annual Review
(6) GSA Real Property Disposal Division Information for Annual Review Report (EO: 12512) (Due BOS 30 Sep)

Report Required: Annual Review Report (Report Symbol EXEMPT),
Encl. (5)

1. Purpose. To promulgate policy and local procedures to follow with regard to Marine Corps use of non-Marine Corps owned real property and non-Marine Corps use of Marine Corps property.

2. Cancellation. ForO 11000.1.

3. Background. This Order provides procedures for the accomplishment of certain uncomplicated real estate transactions and outlines methods to notify the Commander, Marine Forces Reserve (MARFORRES) (BOS), of real estate requirements. Situations not specifically addressed in this Order should be referred to the Commander, MARFORRES (BOS).

4. Information

a. Reference (a) requires that any Marine Corps use of non-Marine Corps owned property or non-Marine Corps use of Marine

21 MAY 1996

Corps owned property be formalized in writing even in those cases where no funds are involved. The requirement includes, but is not limited to the following situations:

(1) Interservice Support Agreements (ISA's) for joint reserve centers, will be sent to MARFORRES, (BOS) fiscal.

(2) Use of federal or nonfederal property as training areas by Marine Corps Reserve units will be sent to MARFORRES, (BOS) facilities.

(3) Use of Marine Corps Reserve Centers by other agencies, either federal or nonfederal, on either a permanent or temporary basis will be sent to MARFORRES, (BOS) facilities.

(4) All community service projects will be submitted to the MARFORRES Public Affairs Office (PAO) for approval.

b. Reference (b) requires a continuing and critical review of real property held by the Federal Government be conducted to ensure prompt identification and release by executive agencies of unneeded real property. Therefore, each executive agency shall make an annual review of its property.

c. Information on the Real Estate Triennial Inventory of Class 1 and 2, which is conducted every 3 years by MARFORRES (BOS), or as designated by MARFORRES (BOS), will be forwarded to units on an as needed basis.

d. The Assistant Chief of Staff (BOS), MARFORRES will exercise staff cognizance over all real estate matters.

5. Action

a. Staff Judge Advocate (SJA). The MARFORRES (SJA) provides review by counsel for those real estate licenses and permits which the Commander, MARFORRES may approve without processing by an Engineering Field Division (EFD) of the Naval Facilities Engineering Command.

b. Unit Commanders

(1) Comply with the provisions of enclosures (1) through (5).

(2) Refer any required real estate action not specifically covered by this Order to the Commander, MARFORRES (BOS) for assistance.

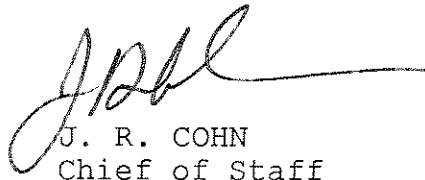
21 MAY 1996

(3) Units will submit a copy of the cash collection voucher (DD 1131 or NAVCOMPT 2277) to MARFORRES (BOS) on any monies collected for utilities and services when payment is made to the Department of Treasury.

(4) Marine Corps Owned and Commercial Leases Reserve Centers will be visited by MARFORRES (BOS) on a triennial basis to inventory Class 1 and 2 Property Record Cards (PRC's). A turnover file for Real Property 1 and 2 will be established and maintained by an active duty staff member in compliance with this Order. PRC's will be maintained in a Real Estate Permanent Facility File (REPFF). Units were previously provided with PRC's on all Class 1 and Class 2 property.

(5) Ensure compliance with enclosures (5) and (6). All reports are to reach MARFORRES (BOS) no later than 30 September of each year.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. R. COHN
Chief of Staff

DISTRIBUTION: D

21 MAY 1996

INSTRUCTIONS FOR THE PREPARATION OF HOST-TENANT
INTERSERVICE SUPPORT AGREEMENTS

1. Policy. Whenever a Marine Corps Reserve unit uses property owned by another DoD or National Guard agency, or when a DoD or National Guard Agency uses Marine Corps owned property, the preferred method of formal agreement concerning the use of that property is an Interservice Support Agreement (ISA) on DD Form 1144.

2. Negotiation. Basic negotiation of a host-tenant ISA will normally be accomplished by the Unit Commander. A representative from MARFORRES (BOS) may be requested to assist the Unit Commander in the negotiation process if a mutual agreement between the Unit Commander and the host activity cannot be accomplished.

3. Responsibility. The host unit is responsible for the actual preparation of ISA documents. The ISA should be reviewed on an annual basis. When annual review is overdue or when obvious changes to the basic agreement must be made, a tenant may approach the host and request that the necessary action be taken.

4. Billings

a. Marine Corps as Tenant in Home Reserve Center. Reimbursement for utilities and other building operation costs to the host activity will normally be accomplished by MARFORRES (BOS); bills for such services should be sent directly to MARFORRES (Comptroller) for certification. Bills for telephone costs, supplies, vehicle maintenance and other requirements not directly associated with building operations will be certified at the local unit using local appropriation data and forwarded directly to the Defense Finance and Accounting Services (Code FEC), Kansas City, MO for payment. The applicable billing process, as listed above, should be entered in Block 8 of DD Form 1144. Separate billings for services paid at the headquarters by MARFORRES or by the unit level is required in order to avoid delays in processing.

b. Marine Corps as Host. All commercial invoices for services covered by the ISA will be paid using local appropriation data in the manner prescribed. Copies of all invoices will be forwarded monthly to the Commander, MARFORRES (Comptroller) where bills will be issued on Standard Form 1080 to the appropriate tenant command.

ENCLOSURE (1)

ForO 11000.6

21 MAY 1996

c. ISA's Involving Training Areas and Other Temporary Or Intermittent Land Use Arrangements Involving DoD Property, But Not Involving Home Reserve Center Operations. Unit Commanders will retain financial responsibility to pay all services provided in accordance with procedures prescribed in ForO 11000.4.

ENCLOSURE (1)

21 MAY 1996

INSTRUCTIONS FOR REAL PROPERTY LEASING

1. Policy. Real property may be leased to support mission requirements under the following conditions:

a. The real property is needed to meet an approved military requirement on a continuing basis and the unit commander has certified the need of the property.

b. There is no government real property available which can adequately support the approved military requirement.

c. It is more advantageous to the government to lease the property than to acquire any other interest therein.

d. The lease is for a period not in excess of one year. The lease may provide for annual renewals at the option of the government.

2. General Services Administration (GSA) Leases. Space assignment in GSA operated buildings is required for most urban centers unless:

a. The proposed lease costs nothing or a nominal rental of \$1.00 per year, which should be acknowledged.

b. A specific delegation of authority to lease non-GSA space has been granted by the Administrator of General Services. When required, such a delegation of authority will be requested by the Commander, MARFORRES (BOS) and then to the designated, Naval Facilities Engineering Command.

3. Procedures

a. Requests for leased space for property must be addressed in writing to MARFORRES (BOS). The following information must be included in any proposed lease:

(1) Justification for required lease.

(2) Written description of proposed lease area, if possible include photos and maps.

(3) Effective date of proposed use and duration of requirement.

ENCLOSURE (2)

ForO 11000.6

21 MAY 1996

(4) Estimated annual cost.

(5) Any possible environmental effect which may result from the proposed lease.

b. After initial review and approval by MARFORRES (BOS), approved lease requests will be forwarded to the appropriate Engineering Field Division via the Commandant of the Marine Corps (LFL) for execution. Renewals are approved and funded by MARFORRES (BOS), thereafter, except after five years the approval must go back to CMC (LFL) for execution.

ENCLOSURE (2)

21 MAY 1996

INSTRUCTIONS FOR PREPARATION OF LICENSES FOR USE
OF MARINE CORPS FACILITIES BY NON-DOD ACTIVITIES
AND BY OTHER FEDERAL AGENCIES

1. Scope. This enclosure prescribes the policy and procedures for the issuance, amendment, administration and termination of licenses for the use of real property, owned, leased or otherwise controlled by the MARFORRES (BOS).

2. Limitations on Scope. This Order has no applicability to the use of Marine Corps real property under the following circumstances, which are governed by other instructions and regulations.

a. Oral or written authorizations granted by or under the authority of the head of an installation as an incident of day-to-day command and administration, such as for visitors and contractors doing business with installation officers and personnel, and for activities of the Naval Sea Cadet Corps.

b. Use of real property provided in accordance with the Federal Acquisition Regulation (FAR) as an incident to performance of a government contract for the procurement of supplies, services, construction, utilities or other commodities.

c. The furnishing of facilities in the event of national disaster emergencies as provided for in OPNAVINST 3440.16.

3. Policy

a. The use of MARFORRES real property under licenses is authorized only when all the following conditions exist:

(1) The Unit Commander concerned has reviewed the military aspects of the proposed use to ensure that it will not interfere with Marine Corps use of the property.

(2) The proposed use is of such a nature that revocation can be readily effected.

(3) The use of the property will be of benefit to the Marine Corps or otherwise will be in the public interest.

(a) Licensee occupancy will benefit the Marine Corps when the use of the property by the licensee will aid or support a mission of the Marine Corps.

ENCLOSURE (3)

ForO 11000.6

21 MAY 1996

(b) Licensee occupancy will be in the public interest:

1 When the use of the property by the licensee will result in furtherance of a federal program or of a program of a state or political subdivision thereof, or

2 Generally when the use of the property by the licensee is associated with charitable, civic or educational organizations.

b. The Commander, MARFORRES (BOS) may approve licensing arrangements at Marine Corps owned, Marine Corps managed and/or Ingranted (commercial leases) reserve centers. Reserve units not previously identified will submit a letter request for license approval to their host, provided:

(1) The license is issued on NAVFAC 11011/29 or 11011/30, respectively, as appropriate, without deviation and unsigned.

(2) The effective period of the license does not exceed one year.

(3) The license does not involve any cash payment, except reimbursement for utilities and/or services furnished to the licensee by the government.

(4) The license does not permit either any new construction or the installation of non-serviceable improvements.

(5) The annual fair market rental value of the property for its highest and best use does not exceed \$50,000.

(6) License numbers will be assigned by the requesting reserve center, by fiscal year. (Example: 93-001, etc.)

(7) All requests for licenses, permits, etc. should be submitted to MARFORRES (BOS) at least 90 days prior to effective date of request.

c. Further approval by Engineering Field Divisions of the Naval Facilities Engineering Command and/or the Naval Facilities Engineering Command Headquarters may be required where proposed licenses do not meet the criteria established above.

ENCLOSURE (3)

21 MAY 1996

4. Importance of Revocability. The essence of a license is that it can be revoked by the licensor at any time, without prior notice. Therefore, each license application must be carefully scrutinized to determine that the proposed use is not of such a character as may impair the Marine Corps' ability to exercise its expressed right of revocation on policy grounds, notwithstanding its contractual right to do so. Particular attention should be given to the effects of possible revocation of any proposed license on institutions of state and local governments and public or quasi-public organizations engaged in education, charitable, youth, veteran or similar activities. If the revocation of a license would either work undue hardship on the licensee or embarrass the Marine Corps in its continuing effort to establish and maintain good community relations, the license shall not be granted.

5. Procedure. A letter request for license approval will be prepared by the Unit Commander based on his determination that the particular property is available for use and that such use will not interfere with military requirements. A brief description of the use to be made of the property and any possible environmental effect of such use will be included. The request, with the proposed license appendixes A or B to enclosure (3) along with any proposed amendments and unsigned as an enclosure, will be sent to the Commander, MARFORRES (BOS) for approval. If no further approvals are required, the proposed license will be returned to the Unit Commander for execution. If further approval is required, the proposed license will be forwarded to the appropriate Engineering Field Division of the Naval Facilities Engineering Command for approval and eventual execution.

6. Consideration. The issuance of a license is predicated upon its being of some benefit to the Department of the Navy or otherwise being in the public interest. Whenever use of property under a license will give rise to substantial benefits to a non-federal licensee, payment of a cash consideration for the license will be required except as otherwise provided in NAVCOMPT Manual, Volume 3, paragraphs 035950, 035851 and 035875. The term "substantial benefits" as used herein may be considered to include, but not be limited to, proceeds of a profit-making venture or commercial enterprise. The amount charged will be determined by all the circumstances in each case, after due comparison with the charges made by private interests in the vicinity or similar privileges. Each license granted to another federal agency shall provide for the using agency to assume financial responsibility in accordance with the provisions of NAVCOMPT Manual, Volume 7, chapter 5.

ENCLOSURE (3)

21 MAY 1996

7. Waiver of Consideration. There are certain exceptions from the general requirement for payment of cash consideration by nonfederal licensees. These exceptions include organized cooperative groups of a fraternal, civic or welfare nature. The granting of approval by the Unit Commander to a particular organized cooperative group to operate at a reserve center is considered to exempt such a group from the requirement for payment of cash consideration.

8. Insurance Requirements

a. Appendix A of this enclosure provides for assumption by a licensee of liability for loss of or damage to government property and for death, injury or property damage to any third party resulting from use of the property under the license, and provides for specification of minimum insurance coverage to satisfy such liabilities.

b. Whenever a licensee is not another Federal Agency, specific compliance is required that the loss payable clause and subrogation clause of subparagraphs 10(h) and (i) respectively of NAVFAC 11011/29 are included in the insurance policy.

c. In any case where a license is issued for use of an entire building, the licensee shall be required to procure and maintain fire and extended coverage in an amount not less than its current replacement cost less depreciation, together with such additional coverage as may be considered necessary to protect the government against any special hazard arising out of the nature of the particular property or the proposed use. When a license shall extend the use of only a portion of a building, the Commanding Officer of the Engineering Field Division, at his discretion, may restrict the amount of coverage required to the minimum amount necessary to adequately protect the government's interest, or waive it entirely, giving due consideration to the fact that no waiver or insurance requirements hereunder will operate to relieve licensee of any responsibility assumed for loss or damage to the property.

d. The licensee shall be required to procure and maintain third-party liability insurance in minimum amounts of \$50,000 per person and \$100,000 per accident, for death or personal injury, and \$10,000 property damage.

e. Proof of insurance will accompany letter and license upon submittal to the Commander, MARFORRES, (BOS). Ensuring that the proper insurance coverage is carried by the licensee is essential to the approval of the license.

ENCLOSURE (3)

21 MAY 1996

9. Commercial Use of Reserve Component Facilities. Nonfederal government licensee may not make an admission charge for functions conducted in a Reserve component facility, or engage in the sale of goods or merchandise therein, unless all net profits go only to non-profit or charitable non-profit or charitable purposes, and further provided that such charges and sales do not constitute unfair competition with private enterprise.

10. Services and Utilities Charges. Licensees shall be required to reimburse the Department of the Navy for the cost of utilities and services furnished, in accordance with applicable statutes and regulations, including NAVCOMPT Manual, Volume 3, paragraphs 035850, 035851, and 035875.

a. The real property representative is responsible for submitting payment to the Department of Treasury and provide copy of payment voucher to the MARFORRES (BOS) for future Naval audits.

b. Cash payment by licensee will be identified in block 7a of appendix A of this enclosure.

11. Revocation of Licenses. If a determination is made by the Unit Commander that a licensee has failed to fulfill or comply with that individual's obligations under a license, or if revocation is necessary for any other purpose, the official who granted such license shall promptly revoke the license pursuant to the revocation provisions thereof. Three copies of such written notice of revocation with explanatory details shall be forwarded to MARFORRES (BOS) for distribution to appropriate authority as necessary.

ENCLOSURE (3)

21 MAY 1996

LICENSE FOR NONFEDERAL USE OF REAL PROPERTY
 NAVFAC 11011/29 (6-75) (Supersedes NavDocks 2260)

THIS LICENSE TO USE THE U.S. GOVERNMENT PROPERTY HEREIN DESCRIBED IS ISSUED BY THE DEPARTMENT OF THE NAVY TO THE LICENSEE NAMED BELOW FOR THE PURPOSE HEREIN SPECIFIED UPON THE TERMS AND CONDITIONS SET FORTH BELOW AND THE GENERAL PROVISIONS ON THE REVERSE SIDE HEREOF. BY THE EXECUTION HEREOF THE LICENSEE AGREES TO COMPLY WITH ALL SUCH TERMS, CONDITIONS AND GENERAL PROVISIONS.

LICENSE NUMBER

1. NAVAL ACTIVITY (Property location)		2. DATES COVERED (Inclusive)	
		FROM	TO
3. DESCRIPTION OF PROPERTY (Include room and building numbers where appropriate)			
4. PURPOSE OF LICENSE			
5. LICENSOR		5a. LOCAL REPRESENTATIVE, DEPT. OF NAVY OFFICIAL (Title and address)	
UNITED STATES OF AMERICA DEPARTMENT OF THE NAVY			
6. LICENSEE (Name and address)		6a. LOCAL REPRESENTATIVE (Name and address)	
7. CASH PAYMENT BY LICENSEE (Payable in advance) (If no cash payment is required, enter "None" under item 7a "Amount")			
a. AMOUNT (Each payment)	b. FREQUENCY PAYMENTS DUE	c. FIRST DUE DATE	d. TO (Title and address of local representative of the Government)
8. DEPOSIT FOR UTILITIES AND SERVICES (Payable in advance) (If no cash payment is required, enter "None" under item 8a "Amount")			
a. AMOUNT (Each deposit)	b. FREQUENCY PAYMENTS DUE	c. FIRST DUE DATE	d. TO (Mailing address)
9. INSURANCE REQUIRED AT EXPENSE OF LICENSEE (If any or all insurance requirements have been waived, enter "None" in a, b, c, or d as appropriate)			
TYPE	MINIMUM AMOUNT	TYPE	MINIMUM AMOUNT
a. FIRE AND EXTENDED COVERAGE	\$	c. THIRD PARTY PERSONAL INJURY PER PERSON	\$
b. THIRD PARTY PROPERTY DAMAGE	\$	d. THIRD PARTY PERSONAL INJURY PER ACCIDENT	\$
10. GENERAL PROVISIONS (See Reverse Side)			
II. EXECUTION OF LICENSE			
FOR	BY		DATE
	NAME AND TITLE (Typed)	SIGNATURE	
DEPARTMENT OF THE NAVY			
LICENSEE			

If Licensee is a Corporation, Certification of signature is attached ☐

APPENDIX A to
ENCLOSURE (3)

LICENSE FOR USE OF REAL PROPERTY BY OTHER FEDERAL AGENCIES
 NAVFAC 11011/20 (6-75) (Supersedes NavDock 2261)

LICENSE NUMBER

ForO 11000.6

21 MAY 1996

THIS LICENSE TO USE THE U. S. GOVERNMENT PROPERTY HEREIN DESCRIBED IS ISSUED BY THE DEPARTMENT OF THE NAVY TO THE LICENSEE NAMED BELOW FOR THE PURPOSE HEREIN SPECIFIED UPON THE TERMS AND CONDITIONS SET FORTH BELOW AND THE GENERAL PROVISIONS ON THE REVERSE SIDE HEREOF. BY THE EXECUTION HEREOF THE LICENSEE AGREES TO COMPLY WITH ALL SUCH TERMS, CONDITIONS AND GENERAL PROVISIONS.

1. NAVAL ACTIVITY (Property Location)		2. DATES COVERED (Inclusive)	
		FROM	TO
3. DESCRIPTION OF PROPERTY (Include name and building numbers where appropriate)			
4. PURPOSE OF LICENSE (Include specific use, and specific times used if to be used on recurring part-time basis)			
5. LICENSOR		5a. LOCAL REPRESENTATIVE: DEPT. OF NAVY OFFICIAL (Title and address)	
DEPARTMENT OF THE NAVY			
6. LICENSEE (Name and address, give full agency designation)		6a. LOCAL REPRESENTATIVE OF LICENSEE (Name and address)	
7. GENERAL PROVISIONS (See Reverse Side)			
8. EXECUTION OF LICENSE			
FOR	BY	DATE	
NAME AND TITLE (Typed)	SIGNATURE		
DEPARTMENT OF THE NAVY			
LICENSEE			

APPENDIX B to
 ENCLOSURE (3)

21 MAY 1996

INSTRUCTIONS CONCERNING PERMITS FOR USE OF NON-DOD PROPERTY

1. Policy. Where the required use of non-DoD owned land or property by a Marine Corps Reserve unit is temporary, or is an intermittent requirement, a permit shall be in effect to authorize such use. For example, use of private ranchland or any other non-DoD property as a training area requires that a written permit be obtained first. The signed revocable permit depicted in Appendix A of this enclosure will be forwarded to MARFORRES (BOS) upon execution, and does not need approval.
2. Format. No specific format has been established for use permits, however, all must contain certain provisions. A sample permit for use of private land at no cost to the government is shown in Appendix A of this enclosure. If, however, a landowner has a standard land use permit which is normally used, this form may also be acceptable; as is, or with minor modifications, but must be approved by MARFORRES (SJA) via MARFORRES (BOS).
3. Review By Counsel. All permits shall be reviewed by counsel, with the exception of revocable permit Appendix A of this enclosure. This review will be accomplished by MARFORRES, (SJA) for permits issued at no cost or at a nominal cost of one dollar per year. Permits which require payment of rent to the landowner will be reviewed by the appropriate Engineering Field Division of the Naval Facilities Engineering Command.
4. Revocability. Permits must be revocable at any time by the landowner or the Marine Corps Reserve unit using the property.
5. Procedure. Any Reserve unit desiring to obtain a permit for temporary use of non-DoD property shall request approval in writing only if Appendix A, enclosure (4) is not utilized. The following information should be included in the request:
 - a. Description of property to be used.
 - b. Purpose of use.
 - c. Landowner's name and address.
 - d. Dates when use is required. (Only if Appendix A of this enclosure is not utilized.)
 - e. Any financial cost involved.

ENCLOSURE (4)

ForO 11000.6

21 MAY 1996

f. Any possible environmental effects which may result from the proposed permit.

g. The landowner's proposed permit or a proposed permit in the form of Appendix A of this enclosure, if applicable, as a separate enclosure. (Not required if permit is to be prepared by the Engineering Field Division.)

6. Approval Procedure

a. Proposed permits of no cost or of a nominal cost of \$1.00 per year: (Acknowledged)

(1) All proposed permits will be submitted (unsigned) as an enclosure to the basic request, it will be reviewed by counsel, and if found acceptable, returned to the Unit Commander for execution.

(2) Where no proposed permit is enclosed with the request a permit will be prepared by MARFORRES (BOS) in the format provided by Appendix A of this enclosure and forwarded to the Unit Commander for execution.

b. All other permits. Requests for permits which are of more than nominal cost or which contain clauses which might make them controversial or unusual in any way will be forwarded to the appropriate Engineering Field Division of the Naval Facilities Engineering Command for formal negotiation and implementation.

ENCLOSURE (4)

21 MAY 1996

APPENDIX A

REVOCABLE PERMIT

In consideration of the benefits and advantages to be derived therefrom _____, property owner, called the Grantor, hereby grants to the UNITED STATES OF AMERICA, represented by the Commandant of the Marine Corps, herein called the Permittee, permission to use rent free land in _____ being more particularly described as follows:

1. Description of Land: _____
2. The permit shall become effective as of _____ and will remain in effect until _____.
3. The Permittee use of the premises shall be limited to the dates specified in paragraph 2 above.
4. The Permittee is not to be considered as acquiring hereunder any permanent interest whatever in the building, property or other facilities of the Grantor. Further, the Permittee will not install any fixtures of equipment requiring alteration of the building, property or other facilities of the Grantor.
5. This permit shall not be assigned or transferred except upon written consent of the Grantor, or by its duly authorized representative.
6. This permit shall be revocable at any time by either the Grantor or the Permittee on seven days notice in writing.
7. In the event that death or injury occurs to any person, or loss, destruction or damage to any property of the Grantor in connection with the use of the space herein above mentioned by the Permittee, occasioned in whole or part by the acts or omissions of the Permittee, its officers, agents or employees, the Permittee insofar as it may legally do so agrees, pursuant to the provisions of an Act of Congress, approved June 25, 1948 (62 Stat., 982: T.28, U.S. Code Sec. 2671-2680), to indemnify and save harmless the Grantor.

Appendix A to
ENCLOSURE (4)

ForO 11000.6

4 MAY 1966

8. No member of or delegate of Congress or Resident Commissioner shall be admitted to any share of this permit or to any benefit to arise therefrom. Nothing, however, herein contained shall be construed to extend to any incorporated company, if the permit be for the general benefit of such corporation or company.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of this _____ day of _____.
Property Owner

By _____

The United States of America

By _____

Witnessed by

Copy to: COMMARFORRES (SJA) (BOS)

Appendix A to
ENCLOSURE (4)

21 MAY 1996

INSTRUCTIONS AND BACKGROUND OF ANNUAL REVIEW

1. Standards 101-47-801. The below standards as set forth in GSA Executive Order 12512, Federal Property Management Regulations (FPMR), state in part: Each executive agency shall use the following standards in identifying unneeded Federal Property.

2. Definitions

a. Not Utilized means an entire property or portion thereof with or without improvements, not occupied for current program purposes of the accountable executive agency or occupied in caretaker status only.

b. Underutilized means an entire property or portion thereof with or without improvements:

(1) Which is used only at irregular periods or intermittently by the accountable executive agency for current program purposes of that agency, or;

(2) Which is used for current program purposes that can be satisfied with only a portion of the property.

c. Not being put to optimum use means an entire property or portion thereof, with or without improvements, which:

(1) Even though utilized for current program purposes of the accountable executive agency is of such nature or value, or is in such a location that it could be utilized for a different significant higher and better purpose, or;

(2) The costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the accountable executive agency through transfer, purchase, or lease with total net savings to the Government after consideration of property values as well as costs of moving, occupancy efficiency of operations, environmental effects, regional planning, and employee morale.

3. Annual Review Report. In order to comply with federal regulations an annual review must be performed. Procedures are as follows:

a. Commanding Officers/Inspector-Instructors of Marine Corps owned training centers will fill out the Annual Review Report and

ENCLOSURE (5)

ForO 11000.6

21 MAY 1996

submit to Commander, MARFORRES (BOS) no later than (NLT) 30 September using the definitions and guidelines provided in this enclosure.

b. Should any of the following guidelines not be fully understood, call the nearest GSA Regional Office (ask for a Real Estate Representative listed in enclosure (6) of this Order. Document the GSA offices address, phone number and point of contact.

c. Inform the representative you need assistance with your annual review of government owned property. The following guidelines should be considered:

(1) Is the property being put to its highest and best use?

(a) Consider such aspects as surrounding neighborhood, zoning, and other environmental factors.

(b) Is present use compatible with State, regional, or local development plans and programs?

(c) Consider whether Federal use of the property would be justified if rental charge equivalent to commercial rates were added to the program costs for the function it is serving.

(2) Are operating and maintenance costs excessive compared with those of other similar facilities?

(3) Will contemplated program changes alter property requirements?

(4) Is all of the property essential for program requirements?

(5) Will local zoning provide sufficient protection for necessary buffer zones if a portion of the property is released?

(6) Are buffer zones kept to a minimum?

(7) Is the present property inadequate for approved future programs?

(8) Can net savings to the nation be realized through relocation considering property prices or rentals, cost of moving, occupancy, and increase in efficiency of operations?

ENCLOSURE (5)

21 MAY 1996

(9) Have developments on adjoining nonfederally owned land, public access or road rights-of-way granted across the Government-owned land rendered the property or any portion thereof unsuitable or unnecessary for program requirements?

(10) If Federal employees are housed in Government-owned residential property, is the local market willing to acquire Government-owned housing or can it provide the necessary housing and other related services that will permit the Government-owned housing area to be released? (Provide statistical data on cost and availability on the local market.)

(11) Can the land be disposed of and program requirements satisfied through reserving rights and interests to the Government in the property if it is released?

(12) Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, and utility systems?

(13) Is any land being retained merely because it is considered undesirable property due to topographical features or to encumbrances for rights-of-way or because it is believed to be not disposable?

(14) Is land being retained merely because it is landlocked?

(15) Is there land or space in Government-owned buildings that can be made available for utilization by others within or outside Government on a temporary basis?

ENCLOSURE (5)

21 MAY 2016

GSA REAL PROPERTY DISPOSAL DIVISION INFORMATION FOR
ANNUAL REVIEW REPORT (EO: 12512) (DUE BOS 30 SEP)

GSA:

REGION I

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island,
Vermont, New York, New Jersey, Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin, Puerto Rico, Virgin Islands

General Services Administration
Property Disposal Division - 1 PR
10 Causeway Street, Room 1079
Boston, MA 02222
(617) 565-5700 POC: Maureen Healy

GSA:

REGION 4

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia,
West Virginia, Alabama, Florida, Georgia, Kentucky, Mississippi,
North Carolina, South Carolina, Tennessee

General Services Administration
Property Disposal Division - 4 PR
401 Peachtree Street, Room 2928
Atlanta, GA 30365-2500
(404) 331-5133 POC: James Brandon

GSA:

REGION 7

Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming, Iowa,
Kansas, Missouri, Nebraska, Arkansas, Louisiana, New Mexico,
Oklahoma, Texas

ENCLOSURE (6)

ForO 11000.6

21 MAY 1996

GSA:

General Services Administration
Real Property Disposal Division - 7 PR
819 Taylor Street, Room 9A33
Fort Worth, TX 76102-6115
(817) 334-2331 POC: Jerry Moore

GSA:

REGION 9

Arizona, California, Hawaii, Nevada, American Samoa, Guam, The Trust
Territory of the Pacific Islands, Alaska, Idaho, Oregon, Washington

*Jan 96 moving to
450 Golden Gate

General Services Administration
Property Disposal Division - 9 PR
525 Market Street

San Francisco, CA 94105-2799
(415) 744-5953 POC: Ms. Fabian Huey

ENCLOSURE (6)